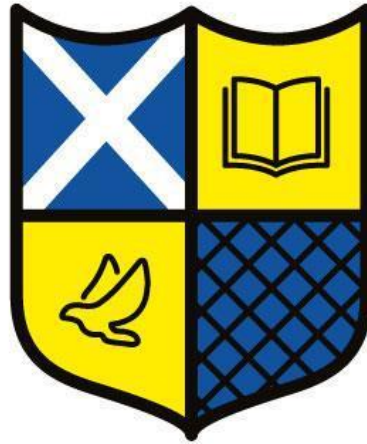


Attendance Policy 2024/25

St. Andrew's CE Primary School

Attendance Policy For Parents/Carers



A Guide for Parents & Carers - What You Need To Know

The Importance of Regular School Attendance

Academic Progress

By not attending school children will miss out on key concepts (including phonics or mathematical procedures).

These gaps in knowledge hamper future progress.



Academic Achievement

Regular attendance has a positive impact on children's academic achievements.



Mental Health

Anxieties are reduced when children know routines and feel confident in accessing the content of the lessons.

Missing days of school disrupts routines and also creates gaps that are difficult to fill as lessons move on. This can cause increased anxieties and a feeling of not being good enough.

Friendships

Having friends is important for everyone. When children are out of school regularly or for prolonged periods of time friendship circles can change – which can cause problems when the absentee returns!



Wellbeing

A sense of belonging to the school community helps you to feel safe and secure.

Authorised Absence (this list is not limited to):

- An absence for sickness
- Medical or dental appointments which unavoidably fall during school time
- Religious or cultural observances for days set aside by a religious body, for which the school has granted leave
- An absence due to a family emergency, taken with the school's permission

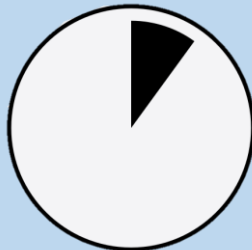
Unauthorised absence (this list is not limited to):

- Parents/carers keeping children off school unnecessarily or without reason
- Truancy during the school day
- Absences which have not been properly explained
- Arrival at school after the close of registration
- Absence due to unofficial responsibilities at home
- Absence due to birthdays
- Absence due to term-time trips and holidays that have not been authorised by the school



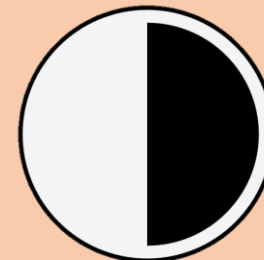
Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason



Severe absenteeism:

- Missing 50 percent or more of schooling across the year for any reason



Attendance – Soft Start

	Doors open/Start of the day	End of the day
Reception	8:45am	3:05pm
Key Stage 1	8:45am	3:15pm
Key Stage 2	8:45am	3:15pm

A small number of children have a 'soft start' on transition in the school should they need it.



The school doors will be **closed 10 minutes after they open at 8.45am**. Any children arriving at school after the doors have closed will need to come in via the front office and sign in as late.



Pupils arriving after close of registration at **9:15am** will receive an authorised mark (U) mark on the register. The school is required to monitor this and when a certain threshold has been met we are required to refer this to the local authority where a fixed penalty fined may be issued.

Attendance – Punctuality



Coming into class late, when the rest of their peers have already started their learning could make your child feel quite anxious.

If your child is late everyday they will miss a chunk of the first lesson – this will put them behind their peers and mean they may miss out on key information required in the rest of the lesson.



If children are not picked up on time at the end of the school day, the teacher will take them to the front office and office staff will phone parents/guardians.

If you know you are going to be late for pick-up it would be helpful if you contact the school on **01273 770082** so we can let your child know and alleviate any worries they may have.



Attendance - illness

Children do get ill which does mean they may need to have a few days off school. We are aware however that sometimes children are missing school when they could be in the building. The traffic light guidance below may help you decide if your child is well enough to come into school. Please also see NHS guidance here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child is having a regular, reoccurring medical issue please let us know, you can contact our Medical and Attendance, Pupil Welfare Officer, Kate Paice. Kate Paice can organise for you to have an appointment with the school nurse and hopefully address your child's medical needs and improve their attendance.

RED – STAY AT HOME

Sickness & Diarrhoea

48 hours must have elapsed before a child can return to school from the last episode.



AMBER – COME TO SCHOOL AND COMMUNICATE WITH STAFF

Headache, Feeling Sick, Stomach Ache

Children often feel unwell if they are anxious, if in doubt contact the school for advice.

GREEN – COME TO SCHOOL

Mild cough, Cold, Sore Throat, Feeling Tired

We will always contact you if your child is ill during the school day



If your child is ill please inform the school before 9am by:

- sending a message via the school Arbor application, or
- calling the school absence line on 01273 770082

Appointments

We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance.

We do understand that some appointments, such as hospital consultations are not always possible to arrange outside of school hours. However, if your appointment time allows your child to come to school for registration and then leave later this will have a positive impact on their attendance. Likewise, if they are able to be back in school after their appointment this will also have a positive impact.

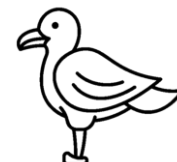


Holiday's In Term-Time

The DfE statutory guidance states that "Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation, to be an exceptional circumstance." It also states that "a school cannot grant leave of absence retrospectively."

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance by completing a leave of absence form **Leave of Absence request form** - Click [HERE](#).

Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.



Holiday's In Term-Time – Possible Exceptional Circumstances

Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays.

A major family event such as the wedding of an immediate family member

Service personnel returning from/scheduled to embark upon a tour of duty abroad.

•Significant family trauma has occurred and it is believed that a break is in the child's best interests.

Serious or terminal illness of a close relative.



It is the parent/carer's responsibility to provide evidence when making the request.

If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

A term-time absence taken without the school's written permission may trigger a Fixed Penalty Notice, which is issued by the LA

Holiday's In Term-Time

We fully understand that it is cheaper to go on holiday during term time but as a school we can only authorise an absence during term time in exceptional circumstances. A cheap deal is not deemed an exceptional circumstance.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

For term-time absence to be granted:

- a) Permission must be requested by completing an absence request form 4 weeks in advance where possible and at least two weeks before the absence begins.
- b) Permission must be requested by the parent/carer who the pupil normally lives with.
- c) A parent/carer must explain in writing/by completing a Leave of Absence request form why they believe the circumstances to be exceptional and provide all necessary evidence to the school at the time the request is made



Fixed Penalty Notices

The national threshold for triggering a Fixed Penalty Notice is met when a pupil has been recorded as having had unauthorised absence for 10 or more sessions (5 or more school days) in a period of 10 school weeks. One or a combination of the following codes count as unauthorised absence:

- G-codes (unauthorised term-time holiday)
- N-codes (no reason yet provided for absence)
- O-codes (poor attendance)
- U-codes (lateness after close of registration)

The first fine is ...

£160 per parent/carer per child, if paid within 28 days, reduced to £80 if paid within 21 days.

The second fine is ...

issued to parent/carer within a period of 3 school years, the fine is £160 per parent/carer per child to be paid within 28 days and there is no reduction if paid within 21 days.

The third penalty ...

cannot be issued to the same parent/carer in respect of the same child, within 3 years of the first fine being issued. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action could be taken, such as prosecution.

There is no right of appeal once a Fixed Penalty Notice is issued, so disputes over how an absence is classified must be settled with the school before the absence is taken.

Full details relating to Fixed Penalty Notice amounts and thresholds can be found in the Code of Conduct on the Brighton & Hove City Council website.



Term Dates (2024-25)



School Term Dates 2024/25 St Andrew's CE Primary School

Key

- Bank holidays (see details below)
- School holidays
- INSET day for pupils
(5 INSET days in total)

First day of term / half-term

Last day of term / half-term

	September 2024					October 2024					November 2024					December 2024				
Monday	2	9	16	23	30		7	14	21	28	4	11	18	25		2	9	16	23	30
Tuesday	3	10	17	24		1	8	15	22	29	5	12	19	26		3	10	17	24	31
Wednesday	4	11	18	25		2	9	16	23	30	6	13	20	27		4	11	18	25	
Thursday	5	12	19	26		3	10	17	24	31	7	14	21	28		5	12	19	26	
Friday	6	13	20	27		4	11	18	25	1	8	15	22	29		6	13	20	27	
Saturday	7	14	21	28		5	12	19	26	2	9	16	23	30		7	14	21	28	
Sunday	8	15	22	29		6	13	20	27	3	10	17	24		1	8	15	22	29	

	January 2025					February 2025					March 2025					April 2025				
Monday	6	13	20	27		3	10	17	24		3	10	17	24	31	7	14	21	28	
Tuesday	7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29
Wednesday	1	8	15	22	29	5	12	19	26		5	12	19	26		2	9	16	23	30
Thursday	2	9	16	23	30	6	13	20	27		6	13	20	27		3	10	17	24	
Friday	3	10	17	24	31	7	14	21	28		7	14	21	28		4	11	18	25	
Saturday	4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19	26
Sunday	5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20	27

	May 2025					June 2025					July 2025					August 2025				
Monday	5	12	19	26		2	9	16	23	30	7	14	21	28		4	11	18	25	
Tuesday	6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26
Wednesday	7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27
Thursday	1	8	15	22	29	5	12	19	26		3	10	17	24	31		7	14	21	28
Friday	2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29
Saturday	3	10	17	24	31	7	14	21	28		5	12	19	26		2	9	16	23	30
Sunday	4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31

Bank holidays 2024/25

Christmas Day
Boxing Day
New Year's Day
Good Friday
Easter Monday
Early May Bank Holiday
Spring Bank Holiday
Summer Bank Holiday

Weds 25th December 2024

Number of days (total requirements 195)

Autumn 1st half 40
Autumn 2nd half 35
Spring 1st half 30
Spring 2nd half 30
Summer 1st half 23
Summer 2nd half 37

TOTAL 195
(includes 5 INSET days)



Who Can Help Improve Attendance?

If you are having difficulty getting your child into school please talk to us so we can try and work out a plan to overcome whatever barrier is causing the problem.

Sophie Thomas

**Contact the Head teacher,
via the school office**

01273 770082

admin@st-andrews.brighton-hove.sch.uk

Sarah Chambers

**Contact the Attendance
Champion and Behaviour
Officer**

01273 770082

admin@st-andrews.brighton-hove.sch.uk

Kate Paice

**Contact the Medical and
Attendance Pupil Welfare
Officer**

01273 770082

admin@st-andrews.brighton-hove.sch.uk

If we think your child's attendance is becoming an issue we will be in contact (phone call or letter) to try and improve their attendance.